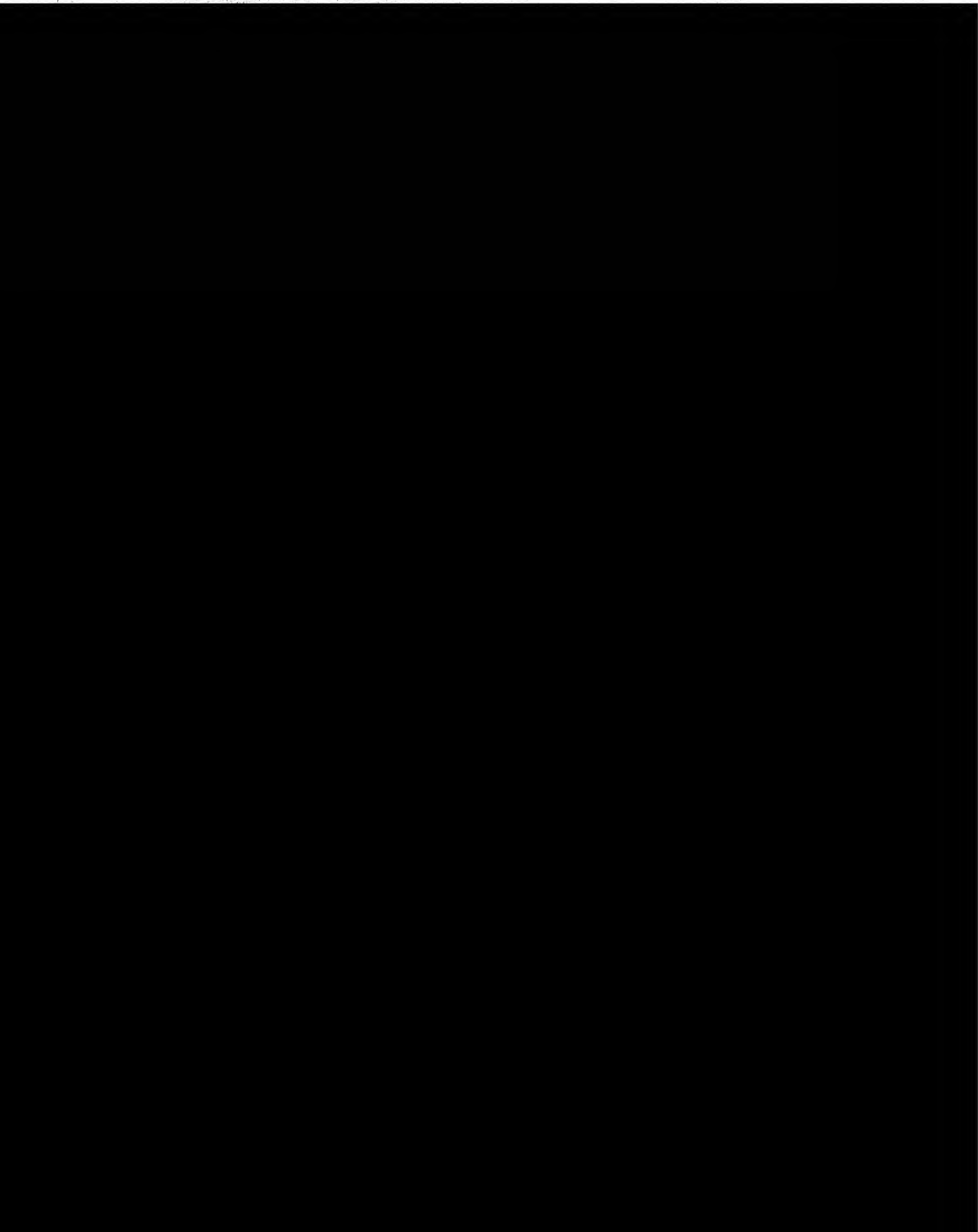


SERIES MEDICAL (DRAFTS) (1951)

1 of 1

SECRET



*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: April 2, 1951

FROM : Administrative Officer, Medical Office

SUBJECT: C.I.A. Regulations [REDACTED]

25X1A

The Medical Office has no comment or present recommendations for change or addition to the "[REDACTED] Medical Regulations".

25X1A

[REDACTED] 25X1A

*file series*  
[ ]

25X1A

16 February 1951

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

SUBJECT: CIA Administrative Instruction No. [ ]

25X1A

1. Administrative Instruction No. [ ] dated 26 January 1951, sets forth policy and procedure relative to medical treatment and the processing of employees' compensation claims vesting authority to determine payment of claims for medical care and hospitalization in the Personnel Director. In addition, authority to make final determination as to the security considerations which would warrant payment of justified claims with Confidential Funds, rather than process them to the Bureau of Employees Compensation in the normal manner, appears to have been granted to the Personnel Director in the provisions of subject Instruction. Your attention is invited to the fact that similar authorities are delegated to the Assistant Directors by Section 10.0 of the Confidential Funds Regulations.

25X1A

2. Your assistance in resolving this apparent conflict is requested. The Chief, Administrative Staff, OSO will be available for consultation on this matter at your convenience.

[ ]  
*for* W. G. WYMAN  
Assistant Director  
Special Operations

25X1A

*Corrected by  
Revision of  
in CIA Regs.  
1 April 51*  
[ ]

25X1A

SECRET

FEB 17 1951

Next 1 Page(s) In Document Exempt

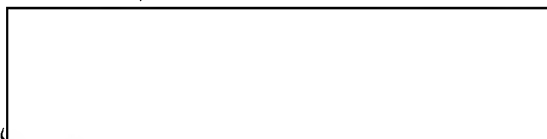
RESTRICTED

MEMORANDUM TO: Chief, Administrative Staff 21 August 1950  
FROM: Management Officer  
SUBJECT: Draft of Proposed Administrative Instruction re Medical  
Treatment and Processing of Employee Compensation Claims.

1 There is reproduced below a draft of a proposed Administrative Instruction concerning medical treatment and processing of employee compensation claims.

2. It is requested that your concurrence or comments be forwarded to this office by 1 September 1950 on the attached sheet.

25X1A



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

25X1A



-1-

RESTRICTED

Next 4 Page(s) In Document Exempt

5-77-272-51

**CONFIDENTIAL**  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: APR 30 1951

FROM : Advisor for Management

SUBJECT: Proposed Revision of CIA Regulation Number 

25X1A

1. Attached is a proposed revision of CIA Regulation Number
2. All changes are marked in brackets.
3. Paragraph 3B(4) has been concurred in by the Chief, Medical Staff and the General Counsel.
4. Paragraph 3B(7) incorporates into the Regulations a previously approved Administrative Instruction which was published too late for incorporation into the Manual.
5. Paragraph 3E(2) has been revised to change "Assistant Directors" to "Office heads" which is the term used throughout the Manual to indicate Assistant Directors and Office Chiefs under the Deputy Director (Administration).

25X1A

  
25X1A

*Subject File*  
*HDR/RC*  
*27 April 1951*

**CONFIDENTIAL**

MAY 1 1951





**CONFIDENTIAL**

12 February 1951

MEMORANDUM FOR: Advisor for Management

ATTENTION: Mr.

25X1A

FROM: Chief, Medical Staff

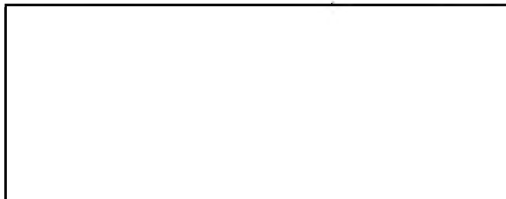
SUBJECT: Addenda

Pursuant to the conversation of 12 February 1951, it is requested that the following additions be made to Administrative Instruction  dated 15 November 1950, Subject: Examinations and Immunization:

25X1A

B.4. Annual physical examinations will be required of all executive personnel, GS-16 and above.

C.2. ~~Assistant Directors and Staff Chiefs~~ will insure that the employees subject to overseas travel will keep their immunizations current.



25X1A

**CONFIDENTIAL**

FILED 1951

General Counsel

23 February 1951

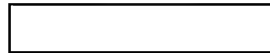
Acting Advisor for Management

Required Annual Physical Examinations

1. This Office has been requested by the Chief, Medical Staff, to include within the Physical Examination and Immunization Regulation that "annual physical examinations will be required of all senior personnel, GS-16 and above".

2. This Office questions the legality of including such a statement within the Agency Regulations for signature by the Director.

3. Advice on this matter is requested.



25X1A

EMB/ms

cc: Subject File

CONFIDENTIAL

~~CONFIDENTIAL~~

12 February 1951

MEMORANDUM FOR: Advisor for Management

ATTENTION: Mr.

25X1A

FROM: Chief, Medical Staff

SUBJECT: Addenda

Pursuant to the conversation of 12 February 1951, it is requested that the following additions be made to Administrative Instruction  dated 15 November 1950, Subject: Examinations and Immunization:

25X1A

B.4. Annual physical examinations will be required of all executive personnel, GS-16 and above.

C.2. Assistant Directors and Staff Chiefs will insure that the employees subject to overseas travel will keep their immunizations current.

JOHN R. TISTJEN, M. D.

~~CONFIDENTIAL~~

File

Deputy Director (Administration)

4 May 1951

Advisor for Management

Draft of Proposed Revision of CIA Regulation No.

25X1A

25X1A

1. Attached is a proposed revision of CIA Regulation No.  Medical Supplies and Equipment.

2. This draft proposes no change of policy. It is rather a clarification of the policies and procedures now in effect. It has been coordinated with Medical Office, General Counsel, Office of Operations, Office of Special Operations and Office of Policy Coordination.

3. Recommend approval.

25X1A

Next 2 Page(s) In Document Exempt

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 4 May 1951

FROM : Advisor for Management

SUBJECT: Draft of Proposed Revision of CIA Regulation No. 

25X1A

25X1A

1. Attached is a proposed revision of CIA Regulation  
No.  Medical Supplies and Equipment.

2. This draft proposes no change of policy. It is rather  
a clarification of the policies and procedures now in effect. It  
has been coordinated with Medical Office, General Counsel, Office  
of Operations, Office of Special Operations and Office of Policy  
Coordination.

3. Recommend approval.



25X1A

MAY 9 1951

SECRET

**SECRET****Office Memorandum • UNITED STATES GOVERNMENT**

TO : Advisor for Management

DATE: 19 April 1951

FROM : Chief, Administrative Staff - CSO

SUBJECT: Draft of Administrative Instruction, re Medical Supplies and Equipment.

1. This office concurs with the attached, proposed Regulation but suggests the following minor changes for purposes of clarification:

a. Inasmuch as CSO uses "designated" to identify a specific category of employees, ~~for~~ our purposes the present wording of Paragraph 3.a. is too restrictive. *ok.*

b. The requirement for a "written" recommendation in Paragraph 3.c. (1) is restrictive if, as is presently the case, this type of case is handled by cable from the field and by personal contact at Headquarters between the branch representative and the Medical Office.

2. It is recommended Paragraph 8 be utilized as the first paragraph of the Regulation. *S.B.*

25X1A

*D(1)*  
*edit*  
*3.c. (1)*  
*sent only*  
*revised*

25X1A

Chief, Administrative Staff

*noted*  
*[Signature]*  
*27 Apr 51*

**SECRET**

APR 29 1951

SECRET

16 February 1951

MEMORANDUM FOR ADVISOR FOR MANAGEMENT

SUBJECT: Administrative Instruction No.

25X1A

25X1A

1. Our comments on the proposed revision of Administrative Instruction No. , Medical Supplies and Equipment (dated 1 February 1951) are submitted in accordance with your memorandum of 7 February 1951.

2. The following observations are of a legal nature:

(a) Paragraph 6a(2): This provision appears too vague to hold anyone legally responsible for unauthorized disposal of the supplies mentioned therein. Strictly construed, it seems to require Chiefs of Missions to keep complete records of all supplies at all times, because of the possibility that someone (no one in particular is named) may consider the use of some item excessive. Loosely construed, it seems to permit Chiefs of Missions to utilize such supplies in any way until reprimanded, and that following the reprimand they will be required to keep records only in futuro. We believe accountability should be spelled out in such a way that there is no room for doubt concerning responsibility of Chiefs of Missions.

(b) Paragraph 6b: This office recommends that the regulations referred to be listed. This would serve to inform accountable employees of their duties and assist the CIA Property Survey Board in the event medical equipment is lost or stolen.

3. The following observations are of a non-legal nature:

(a) Paragraph 2b: Who determines that security "might be compromised?"

(b) Paragraph 3c(1), line 7: The words "It is assumed and desired" seems indefinite, and could be eliminated without changing the meaning of the sentence. Even if eliminated, the meaning is somewhat vague. Perhaps this is intentional, and if so, please disregard this comment.

SECRET

SEP 13 1951



SECRET

-2-

(c) Paragraph 8, line 2: This office recommends addition of the words "of personnel" following "categories."



25X1A

LAWRENCE R. HOUSTON  
General Counsel

SECRET

Date

15 Feb 51

25X1A

I do ~~(not)~~ concur in the proposed revision of Administrative  
Instruction No. , Medical Supplies and Equipment (dated  
1 February 1951).

Comment:

Suggest including legal  
definition of term "employee"  
as applied to foreign missions  
in par. 8. ↑

This is defined in other Regs  
& being covered by the  
task force. JH

Signature

25X1A

Deputy Chief, Medical  
Staff

This is the OPR  
Concurrence, as well as  
Medical Staff JH

Date 16 Feb '51

I do ~~(not)~~ concur in the proposed revision of Administrative  
Instruction No.  Medical Supplies and Equipment (dated  
1 February 1951).

25X1A

Comment:

Signatur

25X1A

FEB 16 1951

Deputy Director (Administration)

4 May 1951

Advisor for Management

Draft of Proposed Revision of CIA Regulation No.

25X1A

1. Attached is a proposed revision of CIA Regulation  
No.  Medical Supplies and Equipment.

25X1A

2. This draft proposes no change of policy. It is rather  
a clarification of the policies and procedures now in effect. It  
has been coordinated with Medical Office, General Counsel, Office  
of Operations, Office of Special Operations and Office of Policy  
Coordination.

3. Recommend approval.

25X1A

HDM/lis

cc: Subject  
      chrono

25X1A

7 February 1951

MEMORANDUM FOR: Assistant Director for Office of Policy Coordination  
Assistant Director for Office of Special Operations  
Assistant Director for Office of Operations  
Chief, Medical Staff  
General Counsel

SUBJECT: Proposed Revision of Administrative Instruction  
No. [ ] Medical Supplies and Equipment

25X1A

1. Attached is a proposed draft of Administrative Instruction  
No. [ ], Medical Supplies and Equipment. This will replace Adminis-  
trative Instruction No. [ ], dated 3 January 1951.

25X1A

25X1A

2. It is requested that your concurrence or dissent be for-  
warded to this Office by 19 February 1951.

[ ]  
Advisor for Management

25X1A

SECRET